TITLE:	**PROMOTION-IN-RANK**
EFFECTIVE DATE:	**August 9, 2021***
	(*Procedural Update 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/4/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/5/10: Act 521 of La. Legislature Regular Session 2010; Original 12/11/07)
CANCELLATION:	AA-2321.1H (8/12/19)
CATEGORY:	Academic (AA)

POLICY STATEMENT

In accordance with [Louisiana Community and Technical College System Policy #1.044 "Rank and Promotion Eligibility Framework for permanent Full-Time LCTCS Faculty Members,"](#) the Louisiana Community and Technical College System (LCTCS) Board of Supervisors (hereafter referred to as the Board) has the final authority for granting or denying initial promotion-in-rank. The Chancellor approves all other recommended candidates. All requirements of the Board are adhered to in all recommendations for promotion. Guidelines on suggested assignments of rank within Delgado Community College are as follows:

Academic Rank	Typical Range	Maximum Range
Professor	20-30%	35%
Associate Professor	25-35%	35%

Promotions approved during one academic year will become effective at the beginning of the fall semester of the following academic year. All recommendations for promotions shall be the result of the College's Portfolio Promotion System described in this memorandum and the established selection process and procedures outlined in the College's [Promotion Process Guidelines](#).

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

   The purpose of promotion-in-rank is to provide eligible faculty with academic rank as an acknowledgement for quality teaching and service to the College. The following policy and procedures are established to enable faculty to recommend for promotion their peers who have met the established criteria.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the following faculty at the rank of instructor and above: 9-Month Regular Faculty; 12-Month Regular Faculty; and Administrators with Rank. This policy does not apply to faculty who are employed on temporary appointments.   Administrators holding faculty rank may apply for promotion. However, in the area of teaching and academic support, they must show participation in professional activities in their disciplines which go beyond their regular job description. The Promotion Portfolios of administrators will be submitted to the Vice Chancellor for Academic Affairs.

3. **General**

The purpose of the Faculty Portfolio Evaluation and Portfolio Promotion System is to provide a framework for faculty evaluation and promotion based on demonstrated achievement in teaching, service to the College, and professional development. Faculty rank is as follows: Assistant Professor, Associate Professor, and Professor.

Each year, full-time faculty members who seek promotion must participate in the Portfolio Evaluation System and complete an Annual Evaluation Portfolio documenting achievement in the areas of:

- Teaching and Related Activities/Academic Support
- Service to Students, Department, Division, and College
- Professional Service and Development Activities

At prescribed intervals, each faculty member becomes eligible to apply for promotion to the next academic rank. Only faculty members who have received rankings of 4 or 5 in the Portfolio Evaluation System for the last three consecutive academic years are eligible to apply. To ensure that portfolios reflect relatively recent performance and achievement, documentation older than five years old will not be considered, nor will documentation *prior to* the academic year in which the applicant previously applied for the last approved promotion be considered. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be considered.

Faculty members will document their level of performance in the Portfolio Evaluation System by including three Supervisor Evaluation Summary Sheets (see the College's Faculty Evaluation and Improvement of Instruction policy) from the last three consecutive academic years in their portfolios. Supervisor Summary Sheets and documentation of performance and achievement from the current academic year (the year in which the applicant is applying) and from any year *prior to* the academic year in which the applicant previously applied for the last approved promotion must not be included in the Portfolio. Documentation from the academic

year in which the applicant previously applied for the last approved promotion may be included. Faculty members will document achievement by including evidence of accomplishment in the areas appropriate to the rank they are seeking [i.e., Teaching and Related Activities/ Academic Support; Service to Students, Department, Division and College; Professional Service and Development; and Leadership and/or Sharing of Expertise (for rank of Professor)].

It is important to note that a ranking of 4 or 5 for the last three consecutive academic years and the submission of a portfolio does not necessarily mean that the applicant will be promoted. In order to be promoted, the applicant must also demonstrate that his/her achievements adhere to the expectations stated for each academic rank. These achievements are cumulative, so what is expected at a lower rank will also be expected at all higher ranks.

Portfolios may be submitted in hard copy or via the optional online Canvas Promotion Portfolio portal. They must be organized, clear, and comprehensible. Achievements and their corresponding documentation must be easily discernible. If a portfolio is disorganized, difficult to comprehend, or contains insufficient documentation, it may be regarded as ineligible for consideration.

Applicants seeking to be promoted to Assistant Professor must demonstrate attention to the classroom and instructional improvement, service to the College, primarily at the department level, and some professional development.

Those applying for the rank of Associate Professor must additionally demonstrate service to the College at large as well as to their departments and/or divisions and consistent professional development.

To be promoted to the rank of Professor, an applicant must demonstrate leadership and/or a sharing of professional expertise within or external to the College, as well as attention to instructional improvement, service to the College, and professional development.

Promotion portfolios are due to the appropriate Division Dean at the end of the first week of the Spring Semester of the academic year that promotion is being sought, according to the College's published Promotion-In-Rank Timeline. The promotion portfolio will be reviewed by the Division Promotion Committee (DPC), and College Promotion Committee (CPC). The DPC and CPC determine whether promotion portfolios meet the criteria for promotion.   If both of these committees vote "yes," the candidate is recommended to the Chancellor for promotion. If both of these committees vote "no," the candidate is not recommended for promotion; the candidate will be notified as to the status of his/her portfolio and referred to the Office of Faculty and Staff Development, which will provide reason(s) for denial of promotion and advise accordingly.

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If the vote is split, one "yes" and one "no," the portfolio will be entered into the promotion appeals process whereby the Academic Affairs Promotion Appeals Council will make the final determination as to the eligibility of the portfolio. If a promotion portfolio is determined by the appropriate committee/s to demonstrate a sufficient level of achievement requisite for promotion and is recommended by these committees for promotion to the next academic rank, the faculty member is recommended to the Chancellor for promotion.

4.   **Professional Preparation for Promotion**

The minimum educational and professional credentials for teaching at Delgado Community College are set forth in the College's Professional and Educational Requirements for Faculty policy. To be eligible for promotion to a higher rank, faculty members must have all necessary current and official credential documents on file with the College and maintain the minimum criteria for faculty credentials and/or experience established by the College. All faculty members having the credentials necessary to teach are eligible to apply for promotion to the next level.

5.   **Minimum Time-in-Rank/Level Eligibility**

To be eligible to apply for promotion, a faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service (approved paid leaves of absence will be counted as part of this requirement; unpaid leaves of absence will not be counted as part of this requirement, but time immediately before and after the leave may be used to fulfill this requirement) in the existing rank at Delgado Community College. An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

6.   **Faculty Responsibilities**

Faculty members are responsible for familiarizing themselves with the Portfolio Evaluation System PPM and the Portfolio Promotion System. Faculty need to be aware of the criteria for promotion to each academic rank so that their annual goals can be set accordingly. The Portfolio Promotion System is described in this memorandum and the promotion selection process and procedures are outlined in the College's Promotion Process Guidelines.   Questions should be directed to the appropriate supervisor.

7.   **Overview of Areas to Be Evaluated**

To be promoted to a higher rank, faculty must demonstrate participation in some or all of the following areas, depending on the academic rank for which they are applying:

The list of examples in each of the categories 1-4 listed below is not exhaustive. Other examples that are not listed may also apply. Furthermore, an example listed in one area may apply to other areas as well. For example, service on a Promotion Peer Review Committee may be listed under the category of Service to the College, or Leadership, but not both.

1)   Teaching and Related Activities/Academic Support
This area encompasses the contracted responsibilities of the instructor to the students. It involves the communication of knowledge, information and ideas by methods such as lecture, demonstration, laboratory and experiences. Related activities encompass those activities which enhance and improve classroom instruction, such as materials development, the implementation of new approaches, methodologies, techniques, and

assessment tools.   Academic support refers to activities that support instruction such as academic advising, curriculum development, and improvement of instructional programs.

Examples:

1.   Development of course materials and activities and formal or informal assessment for impact on student learning
2.   Development and/or implementation of a new course
3.   Implementation of a new textbook as evidenced by significant changes in the course syllabus
4.   Development and/or implementation of innovative technology in a course
5.   Experimentation with new approaches, methods and techniques and assessment for impact on student learning
6.   Participation in activities to examine or reflect on classroom instruction
7.   Major course revisions
8.   Major revisions to a course syllabus
9.   Revision of master syllabus/syllabi
10.   Submission of mini-grant or professional development presenter grant proposals
11.   Supplementary advising/tutoring (i.e., documented by sign-in sheet, etc.)
12.   Development and implementation of new evaluation tools/tests
13.   Coordination of academic activities
14.   Training and supervision of student employees
15.   Development and implementation of departmental/division procedures or policies

16. Ordering or maintaining equipment
17. Coordination of program assessment activities
18. Initiation and implementation of recruitment activities
19. Authorship of grants/proposals
20. Service as program liaison or representative to internal or external committees or organizations
21. Orientation of new faculty members
22. Collection of data for program improvement

2) *Service to Student, Department, Division and College*

This area encompasses the faculty member's responsibilities to the College. This service can be carried out at the departmental, program, division, campus, or college level.

Examples:

1. Service as an active member of a committee
2. Faculty Senate Service
3. Sponsorship of a student or campus organization
4. Initiation and implementation of a documented student recruitment/retention activity
5. Participation in documented student recruitment/retention activities
6. Presentation at college workshops, including Convocation
7. Publishing of in-house manuals, documents, handbooks, etc.
8. Coordination of grading sessions or other academic activities
9. Research and/or application of research for instructional improvement purposes
10. Submission of grants for college programs
11. Implementation of program assessment activities
12. Participation in major curriculum/master syllabi revisions
13. Coordination of labs or student workers
14. Service on a promotion Peer Review Committee

3) *Professional Service and Development*

This area encompasses the faculty member's responsibilities to the teaching field as well as the discipline. It also involves participating in activities that promote professional growth and enhance the instructor's competence and knowledge as a teacher and/or as a professional in his/her discipline. Participation can be at the local, regional or national levels.

Examples:

1. Attendance at a conference, workshop seminar, etc, related to one's discipline or the field of education
2. Study at the graduate or undergraduate level in one's discipline, education, or related field
3. Service on the editorial staff of a professional journal
4. Service on a professional organization or committee
5. Publication of professional articles or books
6. Exhibition of professional works
7. Presentations at conferences, seminars, workshops, etc.
8. Research studies designed and completed for use outside of the College
9. Professional consulting and/or reviewing
10. Participation in faculty/staff development activities

(4) *Leadership and/or Sharing of Expertise*

This area encompasses the contributions that faculty can make to their colleagues, the College, and their profession by virtue of their experience and the expertise they have gained during their professional careers. It involves taking leadership roles within their departments, programs, divisions and/or the College at large or within external professional organizations or endeavors. It also involves sharing knowledge and expertise with colleagues within the College and/or external to the College.

Examples:

1. Chairmanship of a committee at the Department, Division, or College level
2. Service as an officer of the Faculty Senate
3. Service as a mentor to new or junior faculty
4. Service as a Promotion Peer Reviewer
5. Service as a Department Head
6. Sponsorship of a student or College organization
7. Coordination and implementation of an instructional support activity
8. Supervision of a lab or student worker
9. Publication of a manual, handbook, etc., for use by colleagues
10. Submission of a grant proposal for the College
11. Coordination of a pilot or instructional initiative
12. Materials development for program/college
13. Development, coordination, and implementation of training or orientation activities
14. Presentations at conferences, workshops, seminars, including Convocation

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8.   **Overview of Expectations According to Rank**

Each rank must encompass all the duties, responsibilities, and expectations of those ranks below it. To be promoted to a higher rank, faculty must demonstrate effective teaching, appropriate service, professional development, sharing of expertise, and leadership, which meet the standards of the higher rank as defined.

9.   **Promotion to Rank of Assistant Professor**

To be eligible for promotion to the rank of Assistant Professor, an Instructor must have completed a minimum of three years (six semesters, not including summer) of continuous service in present rank at Delgado. The candidate must have participated in the Annual Portfolio Evaluation System while at Delgado and received a rank of 4 or 5 on the annual evaluations from the last three consecutive academic years. A promotion portfolio may be submitted, in hard copy or via the optional online Canvas Promotion Portfolio portal, at the beginning of the fourth year of employment at the rank of Instructor. This portfolio must not contain any documentation from the current academic year in which the applicant is applying. The promotion portfolio must demonstrate participation in the following areas (see Division Committee *Individual* Recommendation Form, Form 2321/002 in [Promotion Process Guidelines](#) for minimum instances requirements for each category):

1)   ***Teaching and Related Activities/Academic Support:*** The portfolio must demonstrate progress towards the goals in this category listed on the annual Preliminary |Evaluation Agreement, previously signed by both the applicant and the supervisor; in addition, documentation for other accomplishments and contributions may also be included.

2)   ***Service to Students, Department, Division and College:***   The portfolio must demonstrate service at the departmental level for two years of full-time employment. Additionally, the portfolio must document at least one year of service to the College at large. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

2)   ***Professional Service and Development***: The portfolio must demonstrate at least one year of professional service and/or participation in professional development activities within the applicant's discipline and/or the teaching profession. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

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10. **Promotion to Rank of Associate Professor**

To be eligible for promotion to the rank of Associate Professor, an Assistant Professor must have completed a minimum of three years (six semesters, not including summer) of continuous service in present rank at the College. The candidate must have participated in the Annual Portfolio Evaluation System while at Delgado and received a rank of 4 or 5 on the annual evaluations from the last three consecutive academic years.   A promotion portfolio may be submitted, in hard copy or via the optional online Canvas Promotion Portfolio portal, at the beginning of the fourth year of employment at the rank of Assistant Professor. This portfolio must not contain any documentation from the current academic year in which the applicant is applying, nor any documentation *prior to* the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included. The promotion portfolio must demonstrate participation in each of the following areas for at least three of the five preceding applicable academic years (see Division Committee *Individual* Recommendation Form, Form 2321/002 in Promotion Process Guidelines for minimum instances requirements for each category):

1)   *Teaching and Related Activities/Academic Support:* The portfolio must demonstrate progress towards the goals in this category listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor; in addition, documentation for other accomplishments and contributions may also be included.

2)   *Service to Students, Department, Division and College:*   The portfolio must demonstrate service at the departmental and/or divisional level as well as the College level. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

3)   *Professional Service and Development:* The portfolio must demonstrate professional service and/or participation in professional development activities within discipline and/or the teaching profession. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

11. **Promotion to Rank of Professor**

To be eligible for promotion to the rank of Professor, an Associate Professor must have completed a minimum of three years (six semesters, not including summer sessions) of continuous service in present rank at the College. The candidate must have participated in the Annual Portfolio Evaluation System while at Delgado and received a rank of 4 or 5 on the annual evaluations for the last three consecutive academic years. A promotion portfolio may be submitted, in hard copy or via the optional online Canvas Promotion Portfolio portal, at the beginning of the fourth year of employment at the rank of Associate Professor. This portfolio must not contain any documentation from the current academic year in which the applicant is applying, nor any documentation *prior to* the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

The promotion portfolio must demonstrate participation in each of the following areas for at least three of the five preceding applicable academic years (see Division Committee *Individual* Recommendation Form, Form 2321/002 in Promotion Process Guidelines for minimum instances requirements for each category):

1)   *Teaching and Related Activities/Academic Support:* The portfolio must demonstrate progress towards the goals in this category listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor; in addition, documentation for other accomplishments and contributions may also be included.

2)   *Service to Students, Department, Division and College:* The portfolio must demonstrate service to students, the department, the department and/or division and college in some leadership roles. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

3)   *Professional Service and Development:* The portfolio must demonstrate professional service and/or participation in professional development activities within the discipline and/or the teaching profession. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

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4) ***Leadership and/or Sharing of Expertise:*** The portfolio must demonstrate that the applicant has assumed a leadership role within the College and/or the profession through activities such as serving as an officer on internal or external committees, mentoring, or giving presentations external to the College. The portfolio must demonstrate progress towards the goals listed on the annual Preliminary Evaluation Agreement, previously signed by both the applicant and the supervisor, in this category; in addition, documentation for other accomplishments and contributions may also be included.

12. **Required Format of the Promotion Portfolio**

A. Title Page - indicating name of applicant and rank applied for

B. Table of Contents

C. Verification of Eligibility Form, Form 2321/001A

D. Verification of Documentation Form, Form 2321/001B

E. Supervisor Evaluation Summary Sheets for the last three consecutive academic years. The summary sheets must not include a supervisor evaluation for the current academic year and any year *prior to* the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

F. Preliminary Evaluation Agreements for the last three consecutive academic years, *and*, if relevant, for each additional applicable academic year for which documentation is provided.

G. Documentation of achievements and contributions related to the Preliminary Evaluation Agreement goals in the areas of (1) teaching and related activities/academic support, (2) service to students, departments, division and the College, and (3) professional service and/or development for a minimum of three of the five preceding applicable academic years for each area. Documentation for other accomplishments and contributions *may* also be included. Documents from the current academic year must not be included, nor any documentation *prior to* the academic year in which the applicant previously applied for an approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

H.   Documentation of leadership and/or sharing of expertise for three of the five preceding applicable academic years, not including the current academic year nor any year *prior to* the academic year in which the applicant previously applied for the last approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included. (for the rank of Professor).

13.   **Composition/Selection of Promotion Committees**

A.   **Division Portfolio Promotion Committee**

The Division Promotion Committee, which determines if the promotion portfolios meet the criteria for promotion, will be composed of the Division Dean and five ranking faculty members. The Division Dean will have an ex officio (non-voting) role and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. The minimum committee composition will be the Division Dean and three faculty members. If three ranking faculty members are not available, an assistant professor or instructor who does not meet the above criteria may serve. In such events, the representative of the Faculty Senate from that division will document the reasons why fewer than five faculty members were selected and/or why an assistant professor/instructor who does not meet the above criteria was selected.

After Verification of Eligibility for Promotion Forms have been approved, the names of faculty members eligible to serve on the Division Promotion Committee will be drawn by lot by a representative of the Faculty Senate in the presence of the Division Dean and one faculty member in that division. All members of the Division Promotion Committee will be required to attend an in-service workshop for evaluation of promotion portfolios. This workshop is to be coordinated by the Faculty Evaluation and Improvement of Instruction Committee through the Office of Faculty and Staff Development.   The Division Dean will call the first meeting, at which time the Chair of the Committee will be elected. For librarians, portfolios will be evaluated by a committee of the librarians from all –of the College's libraries selected by lot.

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B. **College Promotion Committee**

The College Promotion Committee, which determines if the promotion portfolios meet the criteria for promotion, is composed of one elected faculty member from each of the Division Promotion Committees. This Committee will be composed of one member from each Division of the College, including the Library. The Vice Chancellor for Academic Affairs will notify selected members and call the first committee meeting for the purpose of electing a chair. Thereafter, the Vice Chancellor for Academic Affairs will attend meetings as a non-voting committee member and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of policy. Those serving on this committee may not be seeking promotion for that academic year.

C. **Academic Affairs Promotion Appeals Council**

The Academic Affairs Promotion Appeals Council, which resolves split vote situations that occur when a candidate receives one "yes" vote and one "no" vote from the Division Promotion Committee and the College Promotion Committee, is composed of all voting members of the Deans' Council, and the President (or his/her designee) of the Faculty Senate.

14. **Promotion Procedure**

All recommendations for promotions shall be the result of the Promotion Portfolio System described in this memorandum and the established selection process and procedures outlined in the College's [Promotion Process Guidelines](#).

15. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum AA-2321.1H, *Promotion-In-Rank*, Procedural Update dated August 12, 2019.

Attachment:

[Promotion Process Guidelines](#)
(Procedures published in accordance with AA-2321.1I, *Promotion-in-Rank)*

AA-2321.1I

Policy Reference:
Louisiana Community and Technical College System Policy #1.044 "Rank and Promotion Eligibility Framework for Permanent Full-Time LCTCS Faculty Members"
Policy and Procedures Memorandum Professional and Educational Requirements for Faculty
Policy and Procedures Memorandum Faculty Evaluation and Improvement of Instruction

Review Process:
Academic Affairs Council 11/8/07
Executive Committee of the Faculty Senate 12/6/07
College Council 12/11/07
Submitted to Louisiana Community and Technical College System (LCTCS) Office 12/14/07;
Approved by LCTCS Board of Supervisors 3/12/08

Procedural Updates:

Vice Chancellor for Learning and Student Development Approval/ Vice Chancellor for Academic Affairs Approval:

Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010
Title Updates/Reference to Minimum Instances Requirements 8/9/12
Suspension of SOI Requirement 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12
Procedural Update as per Faculty Evaluation Policy Update Procedural Update 8/4/17
Procedural Update Effective 8/12/19

Vice Chancellor for Academic and Student Affairs Approval:
Procedural Update Effective 8/9/21

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